



# ***Application Form***

## ***New College Durham Supply Pool\****

\*This form must be read in full, signed and dated.

# EQUAL OPPORTUNITIES

As a public sector employer, New College Durham is required to collect details of an applicant's equality and diversity information. This information is collected to fulfil this obligation and is used for monitoring purposes only.

**Sex:**

**Date of Birth:**

**Marital Status:**

Single:

Civil Partnership:

Married:

Partnered:

Divorced:

Separated:

Widowed:

Other (please state):

**Disability:**

Yes – rather not say:

No:

Yes – mental ill health:

Prefer not to say:

Yes – physical impairment:

Yes – learning difficulty:

Please indicate if there are any arrangements that may help to facilitate you in the selection process or any aspect of the job.

In order to promote equal opportunities, the College has made a commitment to improve employment opportunities for people with disabilities and have adopted the Employment Departments "two-ticks symbol" which highlights that we are Positive About Disabled People.

In terms of recruitment and selection this means that we will interview all applicants who identify themselves as having a disability, and who meet the essential short-listing criteria for a job vacancy. Any applicant that identifies themselves as having a disability will be notified to the manager of the post prior to the short-listing stage.

**Sexuality** – Are you prepared to indicate which term best describes your sexuality? Is yes, please state:

**Religion/belief** - Are you prepared to indicate which term best describes your religion/belief? Is yes, please state:

What do you consider to be your ethnic origin?

# DATA PROTECTION

The personal data that the application form collects about you will be used for the purposes of processing your application. If your application is successful it will be used to form the basis of your staff record.

Where you are unsuccessful in the selection process, manual records will be kept for 6 months and then destroyed.

# APPLICATION FOR SUPPLY POOL

Please list the subjects for which bookings are being sought (please utilise subject codes supplied at the end of the Supply Pool Terms and Conditions). We request that you put a total of no more than **three** subject codes, please pick the three most relevant codes for teaching, support or a mixture of both.

Teaching subject codes:

Support subject codes:

Availability for work with New College Durham:

Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

## PERSONAL DETAILS

Please choose as applicable:	Surname:
Forenames:	
Home address in full:	Address for Correspondence (if different to home address):
Home Telephone:	Work Telephone:
Mobile Telephone:	Email Address:
DfEE Number (teaching staff only):	National Insurance Number:
Do you own a car?	Current driving licence?
UK National?	If no, please give details of work permit currently held:
Nationality:	Where did you see this vacancy advertised?
Are you related to any existing staff member or Corporation Board member of New College Durham?	Have you ever lived and/or worked abroad? If so, please provide details (including where and when):

# EDUCATION AND QUALIFICATIONS

QUALIFICATION DETAILS			
Secondary Education			
Name of school/college		From	To
Subject	Qualification	Grade / Result	Awarding Body
Further Education			
Name of college/university		From	To
Qualification:		Grade / Result	
Subject		Awarding Body	
Name of college/university		From	To
Qualification:		Grade / Result	
Subject		Awarding Body	
Name of college/university		From	To
Qualification:		Grade / Result	
Subject		Awarding Body	
Name of college/university		From	To
Qualification:		Grade / Result	
Subject		Awarding Body	
Name of college/university		From	To
Qualification:		Grade / Result	
Subject		Awarding Body	
Name of college/university		From	To
Qualification:		Grade / Result	
Subject		Awarding Body	
Name of college/university		From	To
Qualification:		Grade / Result	
Subject		Awarding Body	

Teaching Qualifications/Assessors Awards (if applicable)		
Name of college/university	From	To
Qualification:	Grade / Result	
Subject	Awarding Body	
Name of college/university	From	To
Qualification:	Grade / Result	
Subject	Awarding Body	
Name of college/university	From	To
Qualification:	Grade / Result	
Subject	Awarding Body	
Name of college/university	From	To
Qualification:	Grade / Result	
Subject	Awarding Body	

## **MEMBERSHIP OF PROFESSIONAL BODIES**

Institute	Date of membership
	Expiry Date
Membership Status	Membership Reference Number

Institute	Date of membership
	Expiry Date
Membership Status	Membership Reference Number

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	Expiry Date
Membership Status	Membership Reference Number

# EMPLOYMENT HISTORY

<b>Most Recent or Current Employer</b>	
Name, address, and nature of business	Hours worked per week
	Paid/Unpaid
	Date from:
Position(s) held if applicable (starting with current post) and brief details of responsibilities	Date to:
	Salary inc. All allowances
	Notice Period
	Reason for Leaving:
	Will you remain employed with this employer should you be successful in being offered employment at the College?  Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Previous Employers</b>	
Name, address and nature of business	Hours worked per week
	Paid/Unpaid
	Date from:
Position(s) held if applicable (starting with current post) and brief details of responsibilities	Date to:
	Salary inc. All allowances
	Reason for Leaving:

<b>Previous Employers</b>	
Name, address and nature of business	Hours worked per week
	Paid/Unpaid
	Date from:
Position(s) held if applicable (starting with current post) and brief details of responsibilities	Date to:
	Salary inc. All allowances
	Reason for Leaving:

**Previous Employers**

Name, address and nature of business

Hours worked per week

Paid/Unpaid

Date from:

Position(s) held if applicable (starting with current post) and brief details of responsibilities

Date to:

Salary inc. All allowances

Reason for Leaving:

**Previous Employers**

Name, address and nature of business

Hours worked per week

Paid/Unpaid

Date from:

Position(s) held if applicable (starting with current post) and brief details of responsibilities

Date to:

Salary inc. All allowances

Reason for Leaving:

**Previous Employers**

Name, address and nature of business

Hours worked per week

Paid/Unpaid

Date from:

Position(s) held if applicable (starting with current post) and brief details of responsibilities

Date to:

Salary inc. All allowances

Reason for Leaving:

**Previous Employers**

Name, address and nature of business

Hours worked per week

Paid/Unpaid

Date from:

Position(s) held if applicable (starting with current post) and brief details of responsibilities

Date to:

Salary inc. All allowances

Reason for Leaving:

# ***SUPPORTING STATEMENT***

On this page please give your reasons for applying to the post, such as your additional knowledge. This can include relevant skills, knowledge, experience, voluntary activities and training etc. The statement should be specific to the job you are applying for and not a generic CV. Please do not repeat any information which is sought within the Equal Opportunities Monitoring section.



## REFERENCES

Please give the name of at least two referees applicable to the role for which you are applying. One should be your current or most recent employer and the reference must be completed by a senior person with the appropriate authority to complete the reference. If you have recently left education and not been employed then the reference can be provided by a school or college.

Name:	Name:
Address:	Address:
Email:	Email:
Telephone Number:	Telephone Number:
Relationship (e.g., manager)	Relationship (e.g., manager)
<p>May we contact this Referee prior to interview?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Reference type:    Employment <input type="checkbox"/>    Educational <input type="checkbox"/></p>	<p>May we contact this Referee prior to interview?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Reference type:    Employment <input type="checkbox"/>    Educational <input type="checkbox"/></p>
<p>Please ensure your Referees are in a position to respond promptly.</p>	

## DECLARATIONS

To the best of my knowledge and belief the information I have given is correct. I understand that my application will be disqualified or, if already appointed, disciplinary action considered, if I have knowingly given false information.

**By completing this declaration you agree that you have read and understood the Supply Pool terms and conditions, a copy of which are included in the application guide, and that all work offered will be bound by these terms and conditions.**

For the purposes of electronic communications, inclusion of your name in the Signature field below will be taken as acceptance of the above conditions.

Signature:

Date: